

Management of Collection

Section 7

Circulation of library resources

- Students may check out two books for a period of two weeks. Books may be renewed as necessary.
- Teachers may check out unlimited books for a month.
- Parents may check out unlimited books for two weeks.

Overdue Materials

- Students are reminded at each weekly library class of material overdue
- An automatic email reminder is generated through Alexandria regarding overdue materials
- No fines are assessed for overdue materials

Fines for Lost Books

- If a patron fails to return materials by the hard due date (third Friday in May, then they must pay the replacement cost). Yearbooks are withheld from students who still have outstanding library materials.

Textbook Circulation

NA

Weeding

- Throughout the school year minor weeding is done. As books are pulled for various events (eg Halloween) they are examined. During the summer time is devoted to systematic weeding. Materials are examined based on these criteria: circulation statistics, condition of material, copyright date, duplicate titles, need based on curriculum, accuracy of information
- Weeded materials are distributed in a variety of ways:
 - 1) Offered to teachers for classroom use
 - 2) Barcodes are scanned to determine if they might be purchased by Better World Books
 - 3) Offered to Department of Public Social Services for LA County
 - 4) Offered on Freecycle
 - 5) Discreet disposal

Inventory

Inventory is done at the end of each school year. Every attempt is made to locate missing books. Books that cannot be found are marked lost.

Shelf Reading/Checklist

Four days a year are designated as shelf reading days. On these days you will be assigned a section to read. This means reading every call number on a shelf to ensure that it's in the proper order. As you read your shelf please also dust and "block" your shelf. Blocking means pulling the books out to the edge of the shelf so that the entire shelf is lined up with the edge of the shelf

and all books are standing upright with a book end placed at the end of each shelf.

Book Repair

Mending a Tear

Wax paper on back

Use cuticle tool to apply Norbond

Wax paper on top and bottom of page being mended

Rub with bone knife

Rub excess glue off with cheesecloth

Discarding Materials

1. Locate book
2. Change Alexandria mode to discard mode (DM).
3. Scan book.
4. Choose reason – ie “weeded”, “outdated”, “damaged”
5. Check to see if it is a 1st edition – if so, hold for later decision.
6. If not valuable, remove barcode, book pocket, birthday label. Cross out St. Matthew’s on top and title page.
7. Put aside for donation, sale etc.
8. Run Alexandria utility to remove discarded copies.

Ordering Process

Ordering is done on an ongoing basis for small orders. If books are needed quickly Amazon is used. Otherwise books are placed on a list and ordered from Follett.